



## **Day-of Wedding Coordination Services**

### **Pre-Wedding Planning (4 Hours)**

- Initial consultation
- One personal planning session with vendor referrals
- One final walk-through at ceremony/reception site
- Create timelines of events for both bridal party and vendors
- Confirm with all vendors one week prior to wedding

### **Wedding Rehearsal (Up to 2 hours)**

- Distribute wedding timelines
- Choreograph wedding ceremony, processional and recessional

### **Day-of Wedding Coordination (10 hours)**

- Arrive at ceremony site 2-3 hours before wedding
- Greet vendors and be point of contact
- Oversee set-up of ceremony and reception
- Coordinate start times with musicians
- Pin flowers on groom and attendants
- Distribute bouquets and corsages to bride, attendants and family members
- Distribute toss items to guests at ceremony or reception
- Line up wedding party and cue ceremony
- Ensure best man/maid of honor have rings
- Retain marriage license for officiant
- Set up photos, collages, guest book and pen, champagne flutes, cake cutting utensils, kids table, etc.
- Arrange place cards and favors as assigned
- Coordinate the transfer of flowers, security of gifts and guest book to the reception if applicable
- Direct bridal party and family for photographs

Suzanne Louzau  
Phone 512.796.2402  
Suzanne@onefinedayweddings.com  
www.OneFineDayWeddings.com



### **Day-of Wedding Coordination (cont.)**

- Bustle gown
- Cue bride, groom and musicians for first dance, cake cutting, bouquet and garter toss, toasts and bridal dance
- Distribute final payments/gratuities as needed to vendors
- Arrange for boxing of wedding cake to give to designated person
- Preparation of couples "to-go" meal
- Arrange for all personal items of brides and grooms to be given to designated person
- Most importantly, access to full bridal "Emergency Kit"

**PRICE: \$1495**

Day-of services can be customized to fit your vision. A signed contract and a 50% non-refundable deposit are required to secure your rehearsal and wedding date. The last payment is due 60 days before the event. All prices are based on a maximum of 200 guests.

A la carte services are available. Please contact for details.

Suzanne Louzau  
Phone 512.796.2402  
Suzanne@onefinedayweddings.com  
www.OneFineDayWeddings.com